



## METCOM 9-1-1

### BOARD MEETING MINUTES

March 29, 2017

#### Members in Attendance:

Jerry Adcock  
Sherry Bensema  
Steve Brewer  
Greg Dyke  
Mike Erwert  
Jim Ferraris  
Jay Hannon

Mike Healy  
Paul Iverson  
Jack Krill  
Bill Miles  
Scott Shepherd  
Don Taylor  
Jim Trierweiler

Rod Yoder

#### METCOM Staff:

Gina Audritsh  
Brad Johnson  
Wendy Patterson  
John Thompson

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**METCOM regular Governing Board meeting called to order at 10:00 AM with a quorum met by members present.**

#### Meeting Minutes:

The Board Meeting Minutes for January 4<sup>th</sup> and 31<sup>st</sup>, 2017 meetings were presented for approval.

- Motion to approve meeting minutes: Paul Iverson
- Motion second: Scott Shepherd
- Motion carried no opposition.

#### Monthly Financial Review:

The monthly financials for the months of December 2016 and January 2017 were presented for review. No discussion.

- Motion to approve the financials: Paul Iverson
- Motion second: Scott Shepherd
- Motion carried no opposition.

#### Resolution 2017-02: Chevron Texaco Gas Card:

Resolution 2017-02 was presented to the board for review and consideration. This Resolution adopts the approval for the METCOM Chevron Texaco Gas Card. The gas card is for the purpose of providing fuel for the METCOM staff truck. The truck is used primarily for the Communications Technician; however it is available to staff for outside meetings or trainings. This is to assist in reducing the amount of employee travel reimbursement used. If employees still utilized their own vehicles for travel, METCOM will continue to reimburse employees at the IRS stated amount. The Texaco Chevron Gas Card has a maximum limit of \$800 per month.

- Motion to approve Resolution 2017-02: Jim Ferraris
- Motion second: Paul Iverson
- Motion to approve and adopt Resolution 2017-02 carried no opposition.

#### Resolution 2017-03: Repealing 2013-06 Credit Card Authorization

Resolution 2017-03 is a resolution repealing resolution 2013-06 and amending the authorization of METCOM to establish a business credit card account and setting applicable limits. The presented resolution includes the authorizing an additional card holder with the Business Manager and includes the appropriate maximum limits for all card holders. The monthly credit card account is paid in full each month. Each authorized employee (Executive Director,

Operations Supervisors and the Business Manager) maintains a signed copy of an authorized use for credit form in their personnel file.

- Motion to approve Resolution 2017-03 with correction: Paul Iverson
- Motion second: Scott Shepherd
- Motion to approve and adopt Resolution 2017-03 as corrected. Carried no opposition.

#### **Executive Board Letter:**

Rod Yoder addressed the board members present regarding the letter sent by the Executive Board regarding the 190 Agreement and responsibility for equipment. Chief Yoder stated the intent of this letter was to provide clarification to all board members and agencies regarding the responsibilities of who pays for which equipment maintenance (i.e. towers, radio, etc.). Changes have not been made to the 190 Agreement. The letter stated the verbiage currently documented in the agreement. The floor was open for discussion. No discussion.

#### **Fiscal Year 2017/18 Budget / Forest Service Contract:**

The Budget Committee approved the proposed fiscal year 2017-18 budget identifying a 4% increase in user fees across all user agencies. A copy of the budget committee meeting minutes was provided in the board packet for review. Due to the status of the Forest Service Contract and the inability to predict if their contract will be renewed with METCOM; the budget committee approved a supplemental budget identified as "Plan B" that was distributed to all user agencies. The budget document identified as "Plan B" supports the loss of the Forest Service Contract. To balance the budget with the reduction of revenue from the forest service contract will require not filling the 19<sup>th</sup> dispatch position and an increase of user fees to all user agencies by an additional 0.5%. In this event, this would be a total increase of 4.5% to users. The overtime line item has been increased in the budget in anticipation of the inability to fill the 19<sup>th</sup> dispatch position.

Gina Audritsh, John Thompson, Wendy Patterson and Chief Jeff Fossholm met with a committee from the Forest Service on Friday, March 24<sup>th</sup>, 2017 to discuss the future of the forest service contract. This meeting was very beneficial to both sides. METCOM was able to present to the forest service tangible stats and explanation on why the proposed contract for service reflected an increase of about 100% to the forest service. The forest service staff was able to communicate the difficulties on their side, what their needs are and opened communication for the possibility of separating out the forest service contract into contract categories. The current contract for service expires on March 31, 2017. METCOM and the Forest Service came to the agreement to extend the current contract for service at a rate of \$10,699.58 per month for the months of April, May and June 2017. The forest service will provide a decision, to METCOM, by June 2017 regarding their contract for service.

#### **Radio Discussion / Radio Survey:**

Gina provided an updated copy of the Radio Survey presented through Survey Monkey. This copy had the individual line item percentages removed as they were inaccurate for the purpose and structure of the survey. The purpose of this survey was to provide information to the vendors, who will be presenting information to the board in April, on what the group is looking for. The anticipated presentation dates are April 25<sup>th</sup> & April 26<sup>th</sup>.

#### **Mindshare and Voice Logger Project:**

The final approval through government Capital financial institution was awarded March 13<sup>th</sup> and all contracts have been signed. The first payment is scheduled to be due approximately March 1<sup>st</sup>, 2018. The consoles should arrive the week of April 18<sup>th</sup> with the anticipation that the consoles will be replaced by mid-to-end of June. The Voice Logger system will also be replaced or upgraded at the same time.

**Backup 911 Center:**

Discussions for a shared backup facility continue between METCOM and WVCC. The timeline has been extended to later this calendar year to allow for coordination with their radio vendor and their radio committee. With both centers experiencing 911 equipment failures in the past 6 months, there is discussion about the ability of having a "hot transfer" of 911 calls to each center in the event that phone equipment fails at one PSAP or in case of a need to evacuate. The goal would be to have the ability to transfer 911 calls immediately between the two centers with the "make busy switch" to avoid any loss in calls for service while METCOM or WVCC are relocating to the backup facility. METCOM has placed the service order to repurpose the existing "make busy" switch to transfer the calls immediately to WVCC in the event it becomes necessary.

**WVCC/METCOM Stakeholder Meeting:**

WVCC and METCOM met in December 2016 with the next meeting currently scheduled for April 6th, 2017. As stated previously, WVCC is faced with the need to replace their CAD system. They are currently reviewing the Tiburon and Tyler (New World) options. Due to the cost and the need of WVCC to replace their CAD, they have formed a committee to review and determine their requirements for CAD and potential options. The committee was identified early this year and was provided a timeline of 180 days to meet and make recommendation. This process needs to be completed prior to further conversations regarding a shared CAD. The option for a CAD-to-CAD Interface is not really an option.

**Agency Updates:**

CAD 11x Upgrade: The upgrade to CAD went well. METCOM is working through 11 open ticket items with Tyler New World and continue to work on getting them resolved. This is somewhat normal when upgrading a software program and the significance of the software upgrade.

Bargaining: The insurance component of bargaining is complete with the anticipated insurance premium outlined in the 4<sup>th</sup> year of the CBA remaining the same. Currently we are in discussion over wages. Comps were provided by the Association, however they contained some flaws that need to be addressed prior to further discussions. We have our next meeting scheduled for April 12<sup>th</sup>.

**Round Table:** None

**Upcoming Board Meeting Dates:**

June 14<sup>th</sup>, 2017 @ 10:00

September 20<sup>th</sup>, 2017 @10:00

December 13<sup>th</sup>, 2017 @ 10:00

**Meeting adjourned at 11:12 a.m.**